Windows 7 Quick Start Guide

Getting Started

With Windows 7 you will have fast access to your applications, effortlessly open documents, and visually look through and select from multiple open files. Windows 7 also provides many features for personalizing your windows environment, easy access to your media, and many other new features to increase productivity and efficiency.

Desktop: The computer monitor's display area is known as the Desktop.

Desktop Shortcuts: Easily create shortcuts to applications, folders, and files on the desktop. Open them with a double click.

Preview Thumbnails: Hover over a Taskbar button to see a thumbnail of open applications and files. Hover a thumbnail to see a preview of the thumbnail. Click the thumbnail to open that window

Windows Explorer: Click the Windows Explorer button in on the task bar. With Windows Explorer you can manage and organize files and folders. You can copy, move, delete, and preview files without opening them.

Gadgets: Gadgets provide on screen access to information, entertainment, system tools, and more.

Notifications: Displays icons related to status, network connection, and notifications. Hide an icon in the Taskbar by dragging it to the desktop. Click the arrow button to see hidden icons. Return a hidden icon to the Taskbar by dragging it to the display area.

The Taskbar

Start Button: Click the Start button to access applications, search for applications, folders, or files, and to log off or shut down the computer.

Taskbar Buttons: Create taskbar shortcuts to applications, folders, and files by dragging and dropping the icon onto the task bar. Highlighted buttons indicate the item is open. Hover over a highlighted button to see a preview of the open item.

Show Desktop Button: Hovering the mouse pointer over this button makes open windows transparent. Click to minimize all windows, click again to restore them.
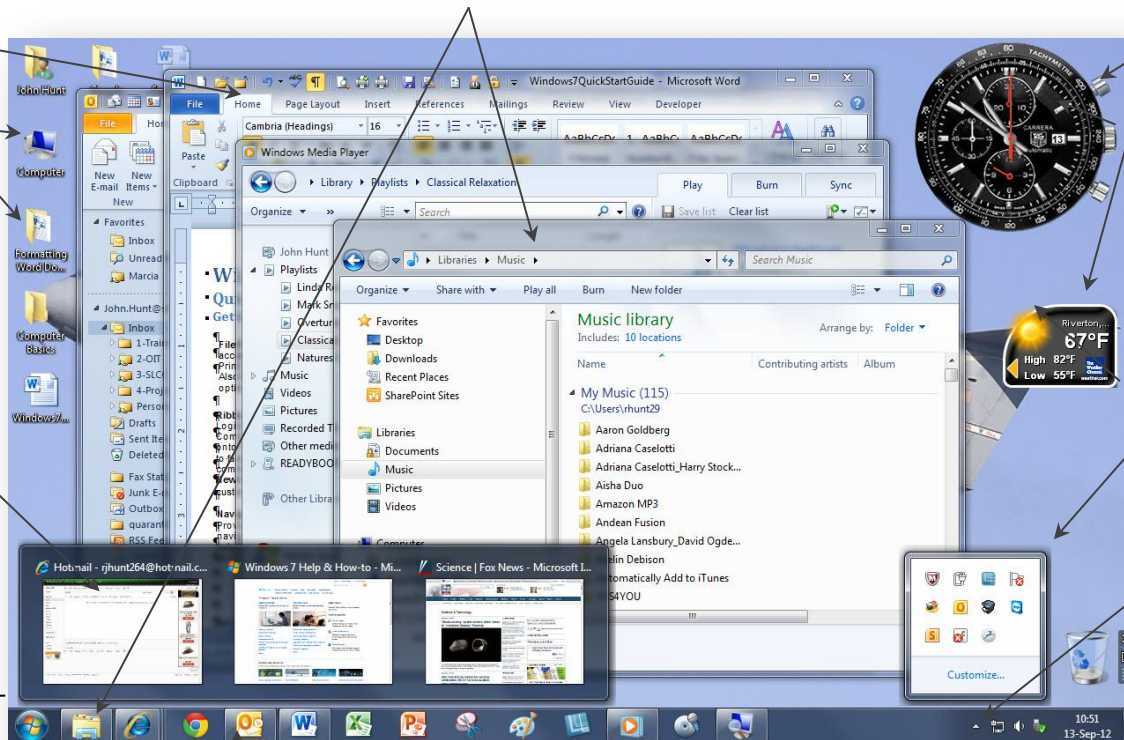
Keyboard Shortcuts

Windows 7 makes navigating easier using the Windows key 🪟 and the following keystrokes:

Shortcut Keys	Description	Shortcut Keys	Description
🪟	Opens and closes the start menu	🪟 + M	Minimizes all windows
🪟 + T	Scrolls through items on the Taskbar	🪟 + Shift + M	Restores all open windows
🪟 + Ctrl + Tab	Flip advances through open windows	🪟 + D	Displays the desktop
🪟 + Up Arrow	Maximizes the active window	🪟 + Spacebar	Open windows become transparent
🪟 + Down Arrow	Minimizes/restores the active window	🪟 + F or F3	Opens a Search dialog box
🪟 + Left Arrow	Snaps window to left side of monitor	🪟 + E	Opens Windows Explorer
🪟 + Right Arrow	Snaps window to right side of monitor	🪟 + L	Locks the computer
🪟 + Home	Minimize all but the active window	🪟 + R	Opens the Run dialog box
🪟 + (+/-)	Zooms display and opens Magnifier	🪟 + P	Open presentation settings
🪟 + G	Brings all Gadgets to the top	🪟 + U	Opens Ease of Access Center
🪟 + X	Opens Windows Mobility Center	🪟 + Tab	Opens Windows Flip Selection

The Windows 7 Task Bar

The **Task Bar** is normally located at the bottom of the Computer's Desktop. From it you can launch programs and the computer's utilities, create short-cuts, start computer utilities, see notifications for programs, and more. And yes, you still click the Start button to shut the computer down.

Click and Drag on the top border to resize the Taskbar.

Notification Area: Displays icons related to status, connectivity, and notifications.

Start Button: See below for detail on the Start Button menu.

Short Cut buttons for programs can be pinned to the Task Bar. Highlighted buttons indicate the program is open and a layered look indicates multiple instances

Click and Drag on a shortcut icon to change the order of shortcuts.

Click and Drag on an open area to move the Taskbar to either side or the top of the desktop. **Right Click** on an open area to access a task bar options menu.

Show More Icons: Displays more icons and allows for customization.

Show Desktop Button: Makes all open windows transparent so Desktop can be seen.

Pinning a Shortcut to the Taskbar
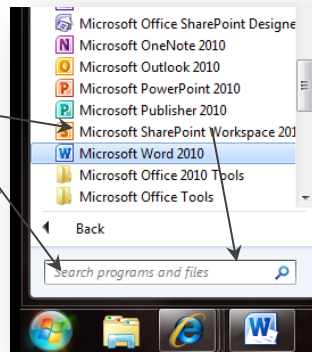
You can easily pin a shortcut on the Taskbar for your most used applications.

To pin and application to the Taskbar:
1. Find the application by clicking the **Start** button, then *All Programs*.
2. Navigate to the application.
3. Click on the application and drag-and-drop it to the Taskbar.

To Unpin a Shortcut from the Taskbar.
1. Right click on the shortcut icon.
2. Click *Unpin this program from taskbar*.

Jump List means Fast Access
Jump List is an application specific menu to open recently used files, start a new email, launch a frequently used web site, etc. With Jump List you can get back to a recent Word document with two clicks. You can also pin documents to the list so they're always available.

To use Jump List:
1. Right-click the application's icon and the **Jump List** opens.
2. Left-click the desired item.

Pin an Item to the Jump List:
3. Highlight the item in the Jump List by hovering over it.
4. Click the **Pin** icon. The item will move to the Pinned list.
5. To Unpin the item, click the Pin icon again.
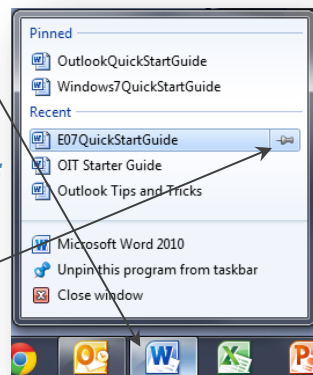
Hint: Hide the Taskbar using **Auto-hide**. Right click an open area, select Properties, and check Auto-hide. The Taskbar now hides until the mouse is moved to the bottom of the desktop.

Previewing Open Windows

Even with several application windows open, it's easy to select the one you need. Hover over an application icon, then, hover over a thumbnail that pops up. A full size preview of the window appears. You can open that window with a single click.

A full size preview of the window opens when you hover over the thumbnail.

Hover over an application's icon and a set of thumbnails pop up of that application's open windows.

Taskbar Properties Menu
The **Taskbar Properties Menu** allows you to personalize the Taskbar to meet your needs. Right click on an open area of the Taskbar and select properties.

Taskbar Appearance: Locks the taskbar to its current location.
Turns on and off the Auto-hide feature.
Application icons are made smaller.
Taskbar Location: Moves the Taskbar to Bottom, Top, or either side of Desktop.
Taskbar Buttons: Options for how Taskbar buttons are displayed.
Notification Area: Click the Customize button to set which icons appear and when in the Notification area.

Preview the Desktop with Aero Peek: Turn on and off the ability to temporarily view the desktop by moving the pointer over the button at the right end of the Taskbar.
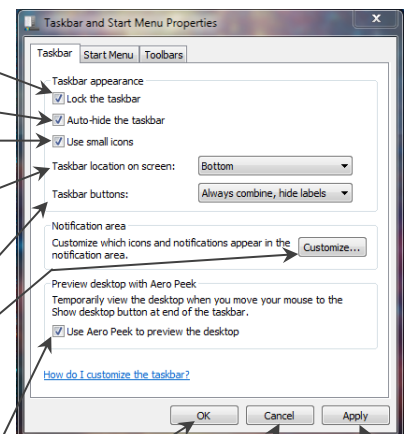
Click **OK** to apply change and close Properties dialog box.

Click **Cancel** to ignore changes and close Properties dialog box.

Click **Apply** to apply changes but not close Properties dialog box.

Windows 7 Start Menu

Clicking the **Start Button** opens the **Start Menu**. Windows 7, provides control over the programs and files that appear on the Start menu. You can personalize, organize, and customize key tools and enable or disable options to your preferences.

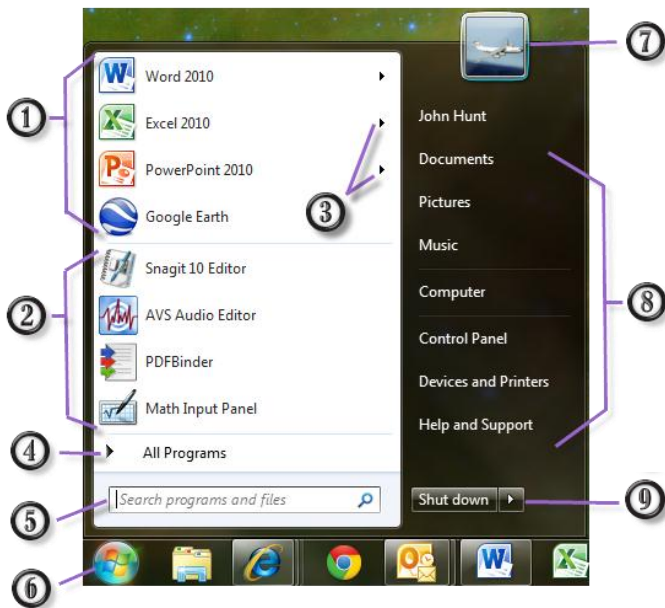|			
①	Pinned Programs	⑥	Start Button
②	Recently Opened	⑦	Personal Picture
③	Open Jump List	⑧	Custom Menu Items
④	All Programs List	⑨	Shut Down Button and Menu
⑤	Search Box		

Pinning a Shortcut to the Start Menu

You can pin application shortcuts to the Start Menu. You then can access the application's Jump List from the shortcuts

1. Find the application by clicking the **Start** button, then *All Programs*.
3. Navigate to the program.
4. Right click on the program and select *Pin to Start Menu*.

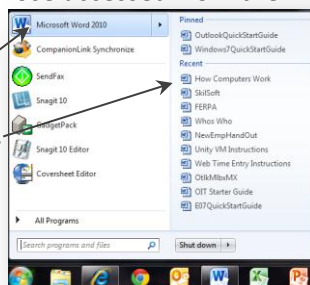**Note**: Unpin a program by right clicking and selecting *Unpin from Start Menu*.
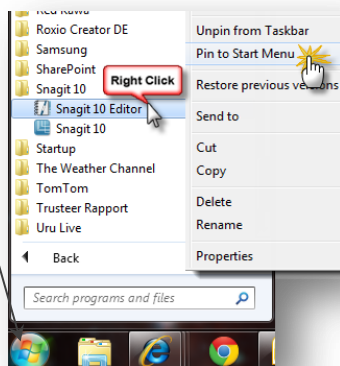
Jump List from Start Button

These Jump Lists are the same as those accessed from the Taskbar.
1. Click the Start Button.
2. Hover over the program name.
3. The Jump List opens to the right.
4. Click an item to open it.


Customize the Start Menu

Much of the customization of the **Start Menu** is done through the **Taskbar and Start Menu Properties** dialog box. To open the dialog box:
1. Right click on the **Start** button.
2. In the menu, click **Properties**.
3. This opens the **Taskbar and Start Menu Properties** dialog box with the **Start Menu** tab selected.

The **Customize** button will be discussed below.

The **Power Button Action** button Controls what happens when you press the computer's power button.

The **Privacy** section contains 2 check boxes for turning on or off storing recently opened programs or other items..
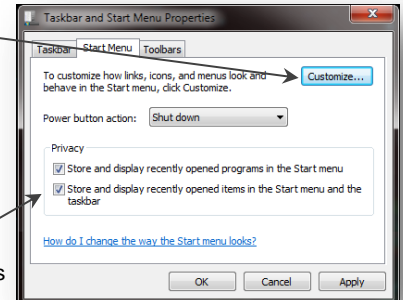
Adjust the Number of Recent Used Programs

The Start menu displays shortcuts for recently used programs. You can change the number of shortcuts displayed which can affect the height of the Start menu.
1. Open **Start Menu Properties** as described above.
2. Click the *Start Menu* tab, and then click *Customize*. The **Customize Start Menu** dialog box opens.
3. In the, in the **Number of recent programs to display** box, enter the number of programs to display on the **Start** menu.

4. Click *OK*, and then click *OK* again.
Note: You can also set **Number of Recent Items to Display in Jumplists.**

Customize the Right Pane Menu Items

You can add or remove items from the right side of the Start Menu. Some items can also set as links or menus.
1. Open **Start Menu Properties** as described above.
2. Click the *Start Menu* tab, then click *Customize*. The **Customize Start Menu** dialog box opens.
3. From the list of options, select those you want.

4. You can see the changes without exiting the properties dialog box by clicking **OK** and then **Apply**.
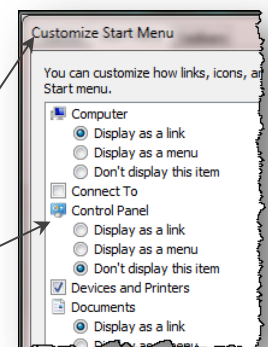
Customize the Shut Down Button

1. On the Start Menu Properties tab, click the **Power Button Action** button.
2. From the Menu select a new action.
3. Click OK.

Reducing Desktop Clutter

Even with many windows open on your desktop, you can quickly get to the one you want and clear the others. By dragging windows, you can view two windows side-by-side or maximize a window.

Find an Open Window

With several programs and windows open, the one you need may be buried. To open it quickly:
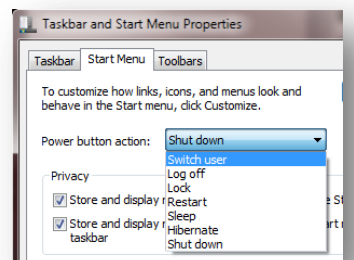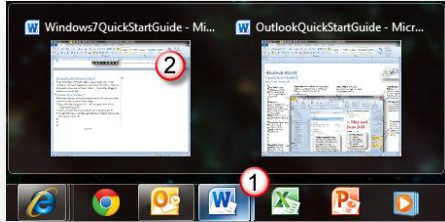
1. Hover the mouse pointer over the program's icon.
2. A thumbnail of the open window or windows opens.
3. Hover the mouse pointer over a thumbnail and a full size preview appears.
4. Click on the thumbnail of the item you want.

Minimize all Windows but One

You can minimize all open windows but one at once.

1. Click and hold the **Title Bar** of the window you want.
2. Shake the window by moving your mouse quickly back and forth.
3. All other open windows are minimized.
4. To reopen the minimized windows, shake the active window again.
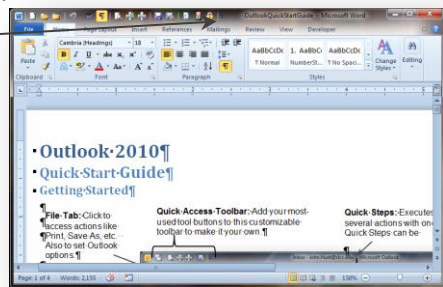
Snap Windows into Place

Want to quickly maximize a window or compare two windows side-by-side? It's easy using the **Snap** feature.

To view two windows side-by-side

1. Click and hold the **Title Bar** of the first window.
2. Move the window to the left of the desktop until the pointer touches the edge. The window resizes to fill half the desktop.
3. Repeat with the second window moving it to the right.
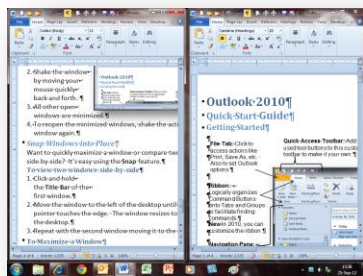
To Maximize a Window

1. Click and hold the title bar of the window to be maximized.
2. Drag the window up until the pointer touches the desktop edge.
3. The window expands to fill the desktop.
4. Drag the window towards the center to restore the original view.

Use the Peek Feature to See the Desktop

The **Peek** feature lets you see your desktop without closing or minimizing windows. It is located in the bottom right corner at the far right side of the Taskbar.

Peek Button: Hover the pointer over it to make open windows become transparent.
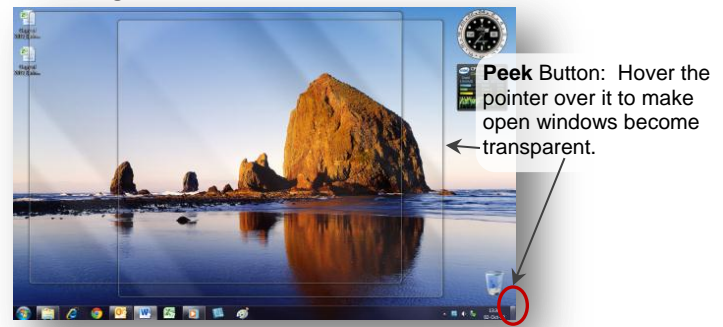
- Click on the **Peek** button and all windows are minimized.
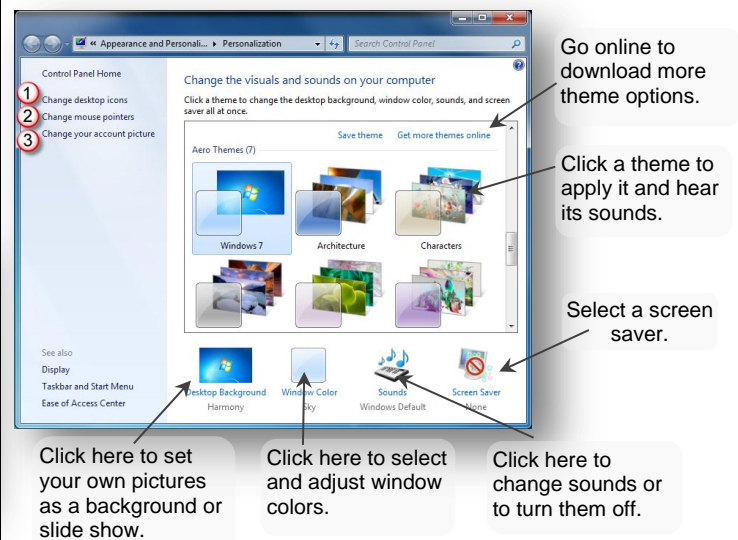- Click on the button again to restore the windows.

Personalizing Your Desktop and PC

You can add a personal touch to your computer by changing the computer's theme, color, sounds, desktop background, screen saver, font size, and user account picture. You can also select specific gadgets for your desktop.

Change the Desktop Theme

Windows 7's default theme is fine, but **Personalization** offers some pretty captivating options. Use built in **Themes** that set picture, sounds, and color for you. Or, make the desktop your own, by setting your own photos as the wallpaper, add your own sounds, and adjust the color.

To begin personalizing, just right-click on the desktop and choose *Personalize* to open the **Personalization** dialog box.

Go online to download more theme options.

Click a theme to apply it and hear its sounds.

Select a screen saver.

Click here to set your own pictures as a background or slide show.

Click here to select and adjust window colors.

Click here to change sounds or to turn them off.

① *Change desktop icons* – Click here to open the **Desktop Icon Settings** dialog box. Here you can add, remove, or change icons on your desktop.

② *Change mouse pointers* – Click here to change the mouse pointers, you can also change the configuration of your mouse, set pointer options, and the configure the scroll wheel.

③ *Change your account picture* – Click here to change the picture that appears on the log in screen and the Start Menu.

Searching From the Start Menu

How many times have you wanted to open a file but can't remember where it's saved or the file name? Or maybe you want to read an old email but don't have time to search for it? Windows Search provides the easy solution. Just enter a few characters and you get instant results.
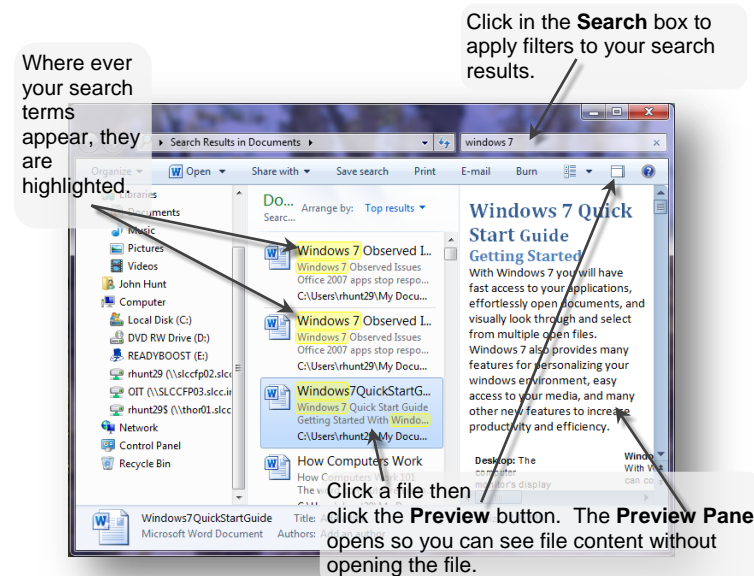
Start with the Start Menu Search

There's no need to open a new window to search. Just open the Start Menu and enter search values in the search field. Do the following to start your search:

1. Click the **Start** button or the **Windows** key.
2. In the **Search programs and files** box, type the text you are searching for. **Note**: You don't need to click into the search field first.
3. A list will appear showing search results. When you see the item you want, click it once to open it.
4. If you don't see the item you want, click a **Heading** or **Library** name to see the full list of results under that heading.
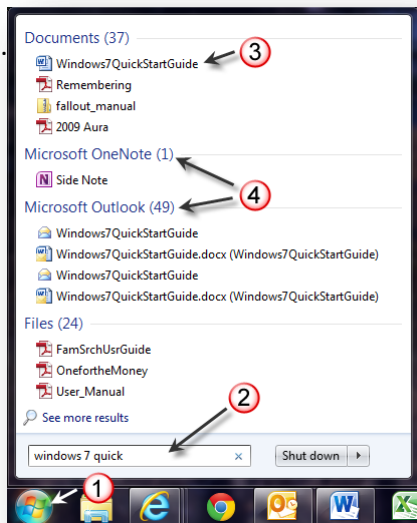
Refine the Search with Windows Explorer

Clicking a **Heading** or **Library** name in the search results list opens **Windows Explorer** with a full list of results. You can now see the complete results, preview your files and narrow search results using specific filters.

Where ever your search terms appear, they are highlighted.

Click in the **Search** box to apply filters to your search results.

Click a file then click the **Preview** button. The **Preview Pane** opens so you can see file content without opening the file.

To add filters to your search:

1. Click the Windows Explorer Search box.
2. Select a filter. **Note:** The filters will vary depending the search.
3. Select an option from the list.
4. Search results change based on the new filter.
5. Repeat the steps to further narrow the search results.
6. Click the **X** button to remove the filters.
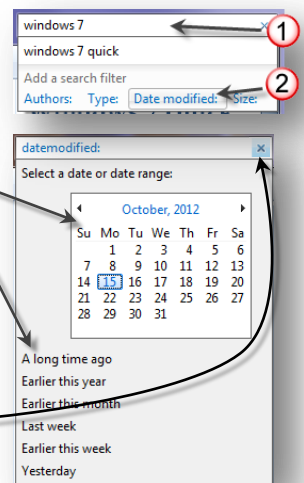
Save Time by Saving a Search

To quickly repeat common searches, you can save your search criteria. The next time you need to do the same search, your key words and filters will be there.

To save a search:

1. Start the search by entering the keywords or letters in the search box and adding the desired filters.
2. Open **Windows explorer** by clicking on a Heading or Library.
3. Click **Save search** on the tool bar.
4. Type a name for the search in the **File name** box.
5. Click **Save**
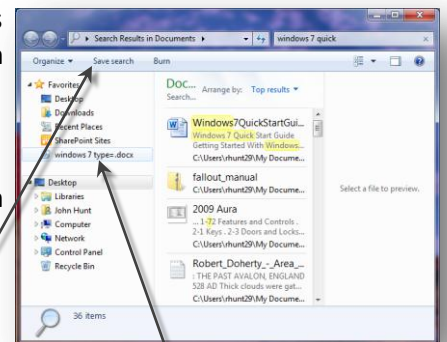
Note: A shortcut will appear under **Favorites**. Click the shortcut to run the search anytime.

Navigating Using the Address Bar

Navigating around libraries and folders in windows 7 is easy. The Address bar behaves like your browser address bar. It displays your current location preceded by a series of links (known as bread crumbs) separated by arrows. Clicking a link will take you back to that location.

Click the **Back** arrow to return to the previous window.

Click a link in the **Address bar** to go directly to that location.

Click the arrow to the right of a link to see a list of sub-folders. Click a sub-folder to open it and see its contents.

Click in the **Address bar** to enter the file path to the location where you want to go.
Note: You can also enter the name to common locations (such as **Documents** of **Favorites**.